



# CHESSWOOD JUNIOR SCHOOL

**Home of Bright Sparks**

Chesswood Road Worthing West Sussex BN11 2AA

**Head Teacher: Mr Andrew Jolley**

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27<sup>th</sup> September 2021

## Parents Evening

**Tuesday 19<sup>th</sup> October and Thursday 21st October 2021**

Dear Parent

The Autumn Term Parents Evenings will take place on

- Tuesday 19th October 15:30 to 17:30 (last appointment 17:20)
- Thursday 21st October 15:30 to 19:00 (last appointment 18:50)

Please note that appointments are for 10 minutes and we must adhere to this time to ensure we fit in all the slots. If you feel that 10 minutes would not be sufficient, you may wish to contact your child's teacher via email to make alternative arrangements.

Appointments for parents evening are available to book via Schools Buddy from tomorrow. Please login and go to the clubs sign up page. In here, it will show the option for Autumn Term Parents Evening. Click this option and then follow the instructions to select your child's class and time.

If you do not have access to Schools Buddy at home, please come into school after 3:15pm and use a computer in the ICT suite. If a slot has already been taken then you will not be able to select that time any longer – it is organised on a 'first come, first served basis'. Please ensure you note your appointment time at the time of booking, you will also be sent a confirmation email automatically, once the appointment is confirmed (if you do not receive an email, please ensure you have completed the booking and not just reserved the place). Only one booking per child is permitted – where parents are divorced or separated the one meeting should include both parents. **If you do not receive a confirmation, email your booking has not been completed and you need to repeat the process.**

**Appointments must be booked by Wednesday 13th October 2021.**

On parents evening, Year 3 and 4 teachers will host their meetings in the Sports hall, Year 5 and 6 teachers will host theirs in the new hall. All confirmed appointment times will be displayed in the reception area. Children's work will be available within their classroom throughout the evening.

We are sometimes asked whether children should attend. Children are always welcome to attend and it is ultimately a parent decision whether they would like to meet with the class teacher with or without their child present.

Yours sincerely,

**DREAM – ASPIRE - ACHIEVE**